

Healthcare Consulting & Management Services

Human Resources

Physician Practice Check Up

Our Human Resources Healthcare Consulting Team can benefit your practice through our evaluation and support management services.



Through thorough analysis we can identify your practice's business trends and needs and provide aid to further enhance your practice infrastructure. With years of experience in Human Resources recruitment and staffing, auditing, project management, and support, our team of experts use innovative techniques and integrate them into processes helping to improve your practice's business performance. Our objective is to have an alliance with your practice helping to advance workflow functionality and producing a reliable structure of systems. The end result is to increase employee satisfaction and retention, which will positively impact your patient care.

Improving The Health Of Your Practice

Our care team of consultants offers a "Check Up," which encompasses a model of HR services that helps nurse the "unhealthy" areas of your practice back to health. We help remedy and boost your practice's performance level through our consulting services so that you are running efficiently and productively.



HR Check Up For Physician Practices

Having a check up ensures that your practice is on the right path and if you are not, we will get you there. Should you require advice, education, or have in-depth questions involving HR relations, consider scheduling a check up.

Check Ups include the following:

Comprehensive Human Resources Audit:

A systematic, objective tool to assess regulatory and policy compliance in the workplace in order to determine the effectiveness of a HR department and systems.

HR services incorporated into the audit:

- ◆ Recruitment/Selection/Hiring
- ◆ Compliance
- ◆ Employee Relations
- ◆ Performance Management
- ◆ Training and Development
- ◆ Compensation/Benefits Administration
- ◆ Payroll
- ◆ Workers' Compensation/Safety

Comprehensive Human Resources Audit Report:

A collection of data is compiled into a report format. The report will serve as a guide to follow when implementing change and resolution over areas of concern, ultimately achieving positive outcomes.

HR reports include:

- ◆ Overview of current status
- ◆ Specific outline of areas of opportunity
- ◆ Specific action items to ensure HR effectiveness and compliance

The Transitional Flow of the Audit Process

The HR Audit Process is essential and will uncover areas within your practice that needs improvement.

After collecting and researching a pool of data from your practice, we initiate an assessment that helps to build a strong foundation so that your organization can grow and transform into a healthy business.

A Virtual OfficeWare consultant partners with your practice leadership team to review all elements within your network. The process entails:

- ◆ Interviewing key staff
- ◆ Reviewing relevant documents
- ◆ Completing a comprehensive questionnaire
- ◆ Compiling data and preparing a customized written report
- ◆ Assembling specific recommendations to improve the efficiency and performance of your practice's HR function

Benefits of Audit Services:

Create an HR Business Plan • Streamline HR Work Processes •
Understand and Monitor Compliance • Develop User-Friendly HR
Systems • Improve Business Operations • Increase employee
satisfaction and retention

All services are a flat rate of \$995
-No Hidden Costs-

To learn more information or to schedule a practice check up, please
contact Anita Gavett at **1-888-950-0688 X 160** or
Anita.Gavett@virtualofficeware.net



Our model of services expands across the Human Resources continuum. Learn more about our services such as:

- Talent Acquisition
- Temporary Staffing
- HR Project Management
- Training Services
- HR Support Services

Visit us online at:

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